



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Position: Tax Policy Specialist 3
Division: Interpretations & Technical Advice

Location: Olympia
Notice: 41087 OC

Opens: December 22, 2005
Closes: January 10, 2006

Primary Duties:

Incumbents are qualified legal practitioners. Analyzes, reviews, and drafts proposed legislation and analyzes and reviews initiatives on matters relating to taxation. Drafts rules to be adopted as part of the Washington Administrative Code for all revenue acts administered by the agency. Provides formal and informal technical legal and policy advice to agency management, staff, and the taxpaying public. Conducts public hearings and receives testimony regarding proposed rule changes. Develops and recommends policy options and evaluates existing policies at the request of the Governor, legislators and executive branch agencies. Provides agency management with analyses of complex tax law, policy questions, and economic impact issues. Performs other work as required.

Compensation:

\$4351-\$5571 per month (Range 63), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications:

Admission to practice law in the State of Washington; or graduation from an accredited school of law and current admission to practice before the highest court of a state.

AND

Two years of experience as a Tax Policy Specialist 1; one year of experience as a Tax Policy Specialist 2; or three years of experience as hearings examiner in a governmental agency, assistant attorney general, or practice as an attorney.

An LL.M. or Master's degree in taxation or closely allied field will substitute for one year of experience.

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Working Together to Fund Washington's Future

Examination:

The examination is an evaluation of your experience and training (E&T). The examination questions are on this recruitment announcement. Read the instructions carefully and provide your answers in the required format. Raters will score only those answers that follow the required format. We may verify your answers.

This is a test. In addition to completing the employment history portion of your application, you must respond to this test. Write your responses to this test on additional sheets of paper. Your score will be derived solely from your responses to the examination questions. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed state application form. Failure to provide sufficient information in this format will result in a below-passing score. No additional information will be accepted after receipt of your application.

Please provide all information requested in each item. Omission of any part of the requested information will result in your not receiving credit for the item. Note that if called for an interview, you may be required to provide documentation of the facts you state.

EDUCATION:

1. Are you admitted to practice law in the State of Washington? Or, have you graduated from an accredited school of law and been admitted to practice before the highest court of any state? If yes, specify the school, date graduated, and state.

2. List any graduate degrees successfully completed with a major in taxation, business, economics, or public administration. For each, specify type of degree, major subject area, school, and date completed.

3. If you do not have a graduate degree with emphasis in tax law, list any law school or other graduate courses you have completed in tax law, business law, or the legislative process. For each course, specify title, school, and year completed.

EXPERIENCE:

For the items below, list the jobs in which you performed the work described. For each job, specify your title, employer, and number of months performing the work. Provide any other information requested in each item.

4. Performing professional legal research, analysis, and writing. Briefly describe the types of research, analysis, and writing you performed on each job. Give examples of documents you produced that demonstrate your ability to research and develop facts and arguments (i.e. not "boilerplate" documents). Also list any articles you have written and published in professional legal

journals. Specify title, topic, and journal.

5. Using oral communications skills to persuade or advocate for positions in a legal context. For each job, briefly explain typical projects and your role.

6. Using oral communications skills to teach, train, or inform others. Examples include teaching college courses, conducting professional workshops or seminars, or giving formal presentations to community or organizational groups. Briefly describe up to three different examples that best demonstrate your skills. For each, specify topic, audience, your role, and approximate dates.

7. In a professional capacity, using your knowledge of local, state, or federal tax laws to advise or assist others (i.e. as an attorney, accountant, or other professional). For each position, briefly explain the types of tax laws involved, and your role.

8. Drafting administrative regulations or proposed legislation (e.g. bill drafting, rule writing). List up to three specific examples. For each example, briefly describe the rule, regulation, or legislation involved and your role in the adoption process.

How to Apply:

Completed applications include letter of interest, examination responses, resume and state application. State applications are available at the following web address:

<http://hr.dor.wa.gov/forms/stateapp.doc> A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin.**

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of

the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.